

# MISSOURI DEPARTMENT OF TRANSPORTATION

*(Example Letter to Trainee To Be Used By Contractor)*

Date

Trainee's Name

Address

City, State Zip

RE: County, Route, Project

Dear (Trainee Name),

According to our records, you have # of hours hours of training on the project referenced above. These hours have been forwarded to name of training program training program on date. If your records do not agree with these figures, please contact Contractor and/or MODOT Representative.

CC: Training Program  
MoDOT (Resident Engineer) and Organizational Code  
Contractor Records